

**SECTION G - ADMINISTRATION DATA**

**G.1 CORRESPONDENCE PROCEDURES**

To promote timely and effective administration, correspondence (except for invoices and reports) submitted under this BOA shall be subject to the following procedures:

- A. Technical Correspondence. Technical correspondence (as used herein, excludes technical correspondence where patent or technical data issues are involved and correspondence which proposes or otherwise involves waivers, deviations, or modifications to the requirements, terms or conditions, of this agreement) shall be addressed to the FDF Technical Representative with copy to the FDF Contract Administrator. The mailing address is as follows:

Fluor Daniel Fernald  
P. O. Box 538704  
Mail Stop 80-1  
Cincinnati, OH 45253-8704  
Attn.: Donna Spahr  
Telephone: (513) 648-6451  
Facsimile: (513) 648-6910  
Email: donna\_spahr@fernald.gov

- B. Other Correspondence. All correspondence, other than technical correspondence, shall reference the BOA and task order number, and be addressed to the FDF Contract Administrator, with information copies of the correspondence to the FDF Technical Representative. The mailing address is as follows:

Fluor Daniel Fernald  
P. O. Box 538704  
Mail Stop 5  
Cincinnati, OH 45253-8704  
Attn.: Philip A. Woodard  
Telephone: (513) 648-6278  
Facsimile: (513) 648-6380  
Email: philip\_woodard@fernald.gov

**G.2 PAYMENTS**

- A. Initially, payments may be made as specified in FDF General A.20, entitled "**DELIVERY AND PAYMENTS**". Invoices must be supported by time sheets for all hours worked. FDF will not pay for the services furnished under each task order more than once a month.
- B. FDF is in the process of developing a system that will accrue and pay labor charges under this BOA and task order through use of a time sheet process. Payments will be made biweekly for hours worked and confirmed by the Line Supervisor identified on the FDF Staffing Requisition, as recorded on the time sheet. The time sheet shall be completed by the Seller's employee. The Seller agrees to negotiate a no cost modification to incorporate the new payment system upon implementation.
- C. In the event of a discrepancy between hours actually worked and hours recorded on the time sheet, the

Seller's employee shall be required to submit a corrected time sheet. In the event of other payment discrepancies, the Seller shall have 45 days from payment to report IN WRITING payment errors to the FDF Contract Administrator. After 45 days, FDF will not entertain any requests for payment adjustment from the Seller.

### **G.3 TAXES**

The items covered under this BOA and task order may be subject to Ohio state and local sales and use tax currently imposed at the combined rate of 6.0%. The FDF Technical Representative or Contract Administrator will notify the Seller of tax exempt status of a prospective employee prior to the first billing period.

(End of Section)